



# Artists in Schools

## 2016-2017 Student Engagement Grant Guidelines

*Deadline: March 10 2016, 5:00 PM – (online submission)*



The Mission of the California Arts Council, a state agency, is to advance California through the arts and creativity.

Learn more at [www.arts.ca.gov](http://www.arts.ca.gov)

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## California Arts Council



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### Office Hours

8:00 a.m. - 5:00 p.m.  
Monday through Friday

**Purpose:** The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

**The Council:** The appointed Council of the CAC consists of 11 members who serve staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

**Mission:** To advance California through the arts and creativity.

**Funding:** The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

**Information Access:** Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Meeting dates and locations are posted at [www.arts.ca.gov](http://www.arts.ca.gov). Each meeting provides a designated time for public comment, although comments may be time-limited.

**Grants Panels:** Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions.

**Appeal Process:** Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are granted only on the following grounds:

1. Panel's assessment was based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel's assessment of the applicant's request for funding.

**Note:** Dissatisfaction with award denial or with award amount is not grounds for appeal.

**Requirements:** The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

**Ownership, Copyrights, Royalties, Credit:** The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity, and appropriate credit for CAC partial support.

**ARTISTS IN SCHOOLS**  
**2016-2017 Student Engagement**  
**GRANT GUIDELINES**  
**DEADLINE: March 10, 2016 5:00 PM**  
*Apply at [cac.culturegrants.org](http://cac.culturegrants.org)*



**Background**

The arts play a critical role in shaping students' overall well-being and academic achievement. Promoting and supporting arts education is a cornerstone of the California Arts Council's (CAC) mission. Since 1976, CAC has supported in-school and after-school arts programs that engage local arts organizations, teaching artists and school communities.

**Purpose**

The Artists in Schools (AIS) program supports projects that integrate community arts resources—local artists and non-profit arts organizations—into comprehensive, standards-based arts-learning for K-12 students. It is the intent to augment and enhance the work of classroom teachers and school-based arts programs by bringing arts resources from within the local community into the school culture, not to supplant certified teachers. Applicants projects may take place either in-school (during regular school hours at the school site) or after-school, and should address the unique circumstances of the in-school or after-school environment. All projects should be designed to cultivate learning in, through and/or about the arts. AIS projects focus on hands-on participant learning that takes place over a period of time with an identified group of students.

Applicants should address one or more of the following goals:

- Develop the artistic abilities and creativity of students through sequential, hands-on arts learning.
- Promote life skills such as problem-solving, collaboration and positive self-expression through the arts.
- Develop long-term, in-depth partnerships between schools, local arts organizations and local teaching artists.
- Create mutually beneficial relationships between classroom teachers and teaching artists, and contribute to overall arts-rich school environments.
- Promote culturally and linguistically responsive learning through the arts, using cultural knowledge to support the cultural assets of the local community and to support students' positive self-identification and respect for diverse cultures.

**Eligible Grant Request Amount**

Historically the CAC has funded between 120-180 AIS projects annually. Requests for support may be made for up to \$12,000. Grant requests cannot exceed an organization's total income from its last completed fiscal year.

### **Matching Funds**

All grant recipients must provide a dollar-for-dollar (1:1) match. The match may be from corporate or private contributions, local or federal government, or earned income. State funds cannot be used as a match.

### **Applicant Eligibility**

- The applicant must be one of the following:
  - California-based nonprofit arts organization with a history of arts programming for a minimum of three years prior to the time of application.
  - Local arts agency with a history of arts programming for a minimum of three years prior to the time of application.
  - California-based nonprofit organization (non-arts or multi-genre) with significant arts programming as a part of the activities and budget of the organization. Non-arts nonprofit organizations must have a history of significant arts programming for a minimum of three years prior to the time of application.
- The partnering school must be in California.
- Artists working with the applicant arts organization must show professional experience of **at least three years** in the artistic discipline to be taught or equivalent teaching artist experience; must be residents of California; and may not be participating in this project as student in a degree program.
- The nonprofit arts organization must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government.
- An applicant without nonprofit status may use a California-based fiscal agent that has nonprofit status, 501(c)(3), and which will provide the fiscal and administrative services needed to complete the grant. If a grant is awarded, the fiscal agent becomes the legal contractor. The fiscal agent must also demonstrate consistent arts programming in California for a minimum of three years prior to the time of application, and have compatible organizational goals to the applicant organization.
- Organization can submit only one AIS application per funding cycle.
- Applicants must complete a California Cultural Data Project Funder Report at the time of application.
- Applicants to this program are not restricted from applying for, and receiving funding from, other CAC grant programs as long as those funds are used for different purposes.

### **Project Requirements**

- Project must enable students to understand and participate in specific art forms and to develop their creativity, skills and knowledge. Applicant should present well-developed project goals, learning objectives and assessment tools.
- Project must be locally designed and developed in partnership between an arts organization, participating artists and the school(s). The project should demonstrate significant planning and should reflect a collaborative relationship between the arts

organization and the school, and between the participating teaching artists and school-based teachers.

- Project must include one or more artists who conduct activities at a minimum of one, to a maximum of four schools.
- Project should run between 3-9 months at the school site, with no less than 12 sessions (12 week minimum).
- A core group of students must receive a minimum of 12 sessions of instruction in sequential, skills-based arts learning in FY 2016-2017 (September 15, 2016 through June 30, 2017). A larger group of students **may** participate in less-structured, non-sequential or more limited activities that expose them to the art forms as a part of the project.
- Instruction must be free of charge to students.
- Project must include a Project Coordinator from the arts organization and a Coordinator from each participating school, with shared responsibility for project planning and implementation.
- Project can take place either during regular school hours or after-school, but must consistently reach a core group of students over time.
  - **In-school project** must address specific grade-level Visual and Performing Arts (VAPA) Standards and must connect to other classroom learning. Project may also address Common Core Standards. For more information about the VAPA Standards, refer to <http://www.cde.ca.gov/ci/vp/>.
  - **After-school programs** must address multi-grade level learning, VAPA and Expanded Learning Standards. For more information about Expanded Learning Standards, refer to: <http://www.cde.ca.gov/ls/ba/as/documents/qualstandexplearn.pdf>
- Professional fees for artists must be included: artist fees should be commensurate with experience and comparable to fees for other local skilled workers, and must be at minimum 75% of the request and the match to the Student Engagement Grant Request.
- Matching funds requirement for this program must be met.
- State funds cannot be used for hospitality, purchase of equipment, or out of state travel. Please see page 7 for more detail on what the CAC does not fund.

**Duties and Responsibilities should include, but are not limited to:**

**Arts Organization Coordinator should:**

- Develop a specific plan for space, time, equipment and participation with artists and school staff
- Act as facilitator and liaison between the arts organization, school(s), artists, and the CAC
- Comply with CAC reporting requirements

**School Site Coordinator should:**

- Assure that the school provides supplies, materials and equipment necessary for the project
- Reserve an appropriate space for the arts program activity
- Ensure that the students are able to participate

**Joint Responsibilities should include:**

- Providing on-going assistance to the artists and teachers
- Publicizing the project to parents, school administration, county superintendents of education and local governmental officials

**Application Process**

**CAC Culture Grants** is our online portal for the grant application and review process. CAC does not accept applications through any other means for this program. To apply, new applicants must sign up for a user account to access the CAC Culture Grants system, while returning applicants will log in with an existing user account. Detailed instructions and support can be found at [www.arts.ca.gov](http://www.arts.ca.gov) and via the portal at <https://cac.culturegrants.org>.

**Review Criteria**

A peer review panel will evaluate applications based on the following criteria:

- *Quality of project:* Project supports arts learning for identified students. Well-developed project plan with achievable timeline, clear goals and specific learning objectives; detailed arts activities and appropriate support; project design responds to unique identity and character of school community.
- *Artistic merit:* Artists' skills and expertise support the project goals and learning objectives for participants. Samples of artistic work and /or equivalent teaching; bios/resumes from participating local artists, schedule of artistic activities, student work samples (for returning applicants).
- *Project impact:* Project activities designed to instigate participant learning in, through and/or about the arts. Articulation of anticipated impact on students, artists, teachers, school and arts organization; well-developed arts activities that are grade-level appropriate, relate to standards and overall project objectives.
- *Sufficient assessment and documentation:* Student assessments align to learning objectives and standards. Clearly articulated assessment tools and methodology; ability to demonstrate the benefits of the project, including qualitative (storytelling) and quantitative results.
- *Fiscal Leadership and Management:* Project is realistic with achievable outcomes, demonstrates accountability and includes an appropriate and complete budget. Quality of local project team; viability of project budget; overall fiscal health and organizational capacity of applicant; strength of collaborative partnership and evidence of support (letters of commitment from schools).

### **Peer Panel Evaluation and Ranking Process**

A peer panel will review all applications and work samples in a multi-step process that involves assigning numerical ranks to an application. A 10-point ranking system will be implemented. Panelists' ranks are averaged to obtain the final score.

#### **10-Point Numerical Ranking System**

<b>10</b>	<b>Model</b>	Meets all of the review criteria to the highest degree possible.
<b>8-9</b>	<b>Excellent</b>	Designates an applicant as a high priority for funding.
<b>5-6-7</b>	<b>Good</b>	Strongly meets the review criteria; however, some improvement or development is needed.
<b>2-3-4</b>	<b>Developing</b>	Has some merit, but does not meet the criteria in a strong or solid way.
<b>1</b>	<b>Ineligible</b>	Inappropriate for CAC support.

### **California Arts Council Decision-making**

The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the peer panel's recommendations, the Council will take into consideration the panel's recommendations and make final funding decisions at a public meeting.

If approved by the Council for support, grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank a proposal receives from the review panel.

Should a grant award be made for an amount less than the request amount, the applicant will be required to confirm that the goals of the original request can be met or modified with a lesser grant award.

### **What the CAC Does Not Fund**

- AIS Projects that charge students for residency activities
- AIS Projects where the primary activity is any of the following:
  - **Artist performances, tours or exhibits**
  - **Artist fellowships or individual artistic projects**
  - **Staffing functions of arts organizations**
  - **Technical assistance to organizations or artist groups**
  - **Art therapy**
  - **Job training**
- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)

- Projects with fundraising purposes, including grant writing
- Other state or federal agencies
- Programs not accessible to the public
- Projects with religious or sectarian purposes
- Organizations or activities that are part of the curricula base of schools, colleges, or universities
- Indirect costs of schools, colleges, or universities
- Trust or endowment funds
- Purchase of equipment, land, buildings, or construction (capital outlay or expenditures)
- Out-of-state travel activities
- Hospitality or food costs
- Expenses incurred before the start or after the ending date of the grant

### **Timeline**

January 20, 2016	Application available
<b>March 10, 2016, 5:00 PM</b>	<b>Application deadline (online)</b>
Late June	Funding decisions
Late June	Funding notifications
September 15, 2016 – June 30, 2017	Funded activity period

### **Grantee Requirements**

- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include--with your approved grant agreement--copies of signed letters sent to the Governor and your State Senate and Assembly representatives thanking them for your grant.
- Use CAC logo on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC on all printed and electronic materials: *"This activity is funded in part by the California Arts Council, a state agency."*
- When discussing the project and activities supported by this grant, verbal credit must be given to the CAC.
- A Final Report summarizing grant-funded activities and accomplishments will be required at the end of the grant period.

### **Staff Assistance**

CAC staff is available on a limited basis to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. **Contact: Josy Miller, Arts Education Programs Specialist at [josy.miller@arts.ca.gov](mailto:josy.miller@arts.ca.gov) or (916) 322-6385.**